

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Transportation Planner	Director's Office/Equity, Sustainability, and Tribal Affairs	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Zero-Emission Vehicle Infrastructure Coordinator	900-074-4721-xxx	02/07/2023

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

GENERAL STATEMENT:

Under the direct supervision of the Assistant Deputy Director for Transportation Electrification, the Zero-Emission Vehicle (ZEV) Infrastructure Coordinator will support coordination and collaboration with external state, regional, and local stakeholders through outreach, engagement, and technical assistance related to ZEV infrastructure programs funded through the Infrastructure Investment and Jobs Act (IIJA). The incumbent will conduct research, writing, and analysis to develop resources that advance the adoption of ZEVs through IIJA-funded charging and fueling infrastructure. The incumbent will organize and lead external stakeholder meetings, workshops, forums, etc. on ZEV infrastructure.

The Caltrans Director's Office of Equity, Sustainability, and Tribal Affairs values diversity, equity, and inclusion. We are committed to fostering an environment that supports, encourages, and celebrates the unique voices of our employees. We believe diversity inspires innovative solutions to strengthen our work for the people, planet, and prosperity of California.

CORE COMPETENCIES:

As an Associate Transportation Planner, the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Lead Climate Action - Engagement, Equity)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Lead Climate Action - Engagement)
- **Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Cultivate Excellence - Innovation)
- **Problem-solving and Decision-making :** Identifies problems and uses logical analysis to find information, understand causes, and evaluate and select or recommend best possible courses of action. (Strengthen Stewardship and Drive Efficiency - Innovation)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Cultivate Excellence - Equity)
- **Organizational Awareness:** Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Cultivate Excellence - Pride)
- **Interpersonal Effectiveness :** Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Cultivate Excellence - Engagement)
- **Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Cultivate Excellence - Engagement)
- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Cultivate Excellence - Engagement)

TYPICAL DUTIES:

Percentage Job Description
Essential (E)/Marginal (M)¹

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

50%	E	<p>Support the implementation and update of California's Deployment Plan for the National Electric Vehicle Infrastructure (NEVI) Program established through the Infrastructure Investment and Jobs Act (IIJA), including the development of NEVI Funding Opportunities. Participate in the Caltrans/California Energy Commission (CEC) working group to oversee administration of the NEVI program, including, but not limited to: conducting research, analysis, and writing for NEVI Funding Opportunities and annual updates to the NEVI Deployment Plan; assisting with organization and delivery of joint Caltrans/CEC NEVI workshops; participating in application evaluation and award processes; developing recommendations to improve administration of the NEVI program; and aligning NEVI administration with guidance issued by the federal Joint Office of Energy and Transportation.</p> <p>Prepare informational materials, fact sheets, and presentations related to the NEVI program for use with external stakeholders. Communicate with stakeholders and respond to inquiries. Conduct outreach and engagement with industry stakeholders, local and regional agencies, Metropolitan Planning Organizations, Regional Transportation Planning Authorities, community representatives, tribal governments, and other state agencies for the development and update of the NEVI Deployment Plan and NEVI Funding Opportunities. Present and participate in workshops, seminars, and working groups, and develop agendas, content, and presentations related to the NEVI program.</p>
45%	E	<p>Coordinate with state, regional, and local stakeholders for the federal Discretionary Grant Program for Charging and Fueling Infrastructure established through the IIJA. Conduct outreach and engagement with industry stakeholders, local and regional agencies, Metropolitan Planning Organizations, Regional Transportation Planning Authorities, community representatives, tribal governments, other state agencies, and Caltrans staff to develop a state strategy for the grant program. Organize, present, and participate in workshops, seminars, and working groups with external stakeholders. Support identification of grant application partnerships with stakeholders and eligible entities.</p> <p>Research, analyze, and evaluate program requirements, eligibilities, and application process. Develop fact sheets, documents, and other technical assistance resources and materials for distribution or presentation to stakeholders and Caltrans staff.</p>
5%	M	<p>Coordinate annual Alternative Fuel Corridor nominations with Metropolitan Planning Organizations, Regional Transportation Planning Authorities, local agencies, state agencies, and Caltrans staff. Conduct research, analyze nominations, and make recommendations for Alternative Fuel Corridors. Collaborate with the CEC to prepare nomination materials for submission to the FHWA. Participate in research seminars, sustainability work groups, and interviews with other state entities. Participate in webinars and seminars to keep up to date with innovations and technology pertaining to electric vehicle charging and hydrogen fueling infrastructure, and develop fact sheets, documents, presentations, and other materials for distribution or presentation to Caltrans staff.</p>

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS
This position does not supervise other employees. May provide guidance to student assistants or fellows.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
Knowledge of the transportation planning and funding processes.

Knowledge of federal, state, and department policies, programs, practices, laws, and issues related to transportation planning, particularly those related to zero-emission vehicles, charging/fueling infrastructure, equity, climate change, and air quality.

Demonstrated ability to perform neat, timely, and accurate work; follow oral and written instructions; establish and maintain friendly and cooperative relations with those contacted in the course of work; maintain confidentiality; work effectively both independently and in team situations; collect and analyze data, prepare technical reports, and maintain records relating to performance measures and targets.

Demonstrated ability to effectively utilize Microsoft Office Suite, including Word, Excel, and PowerPoint in the generation of reports and presentations.

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for making decisions and taking independent action in support of Office goals. Failure to adequately manage the job duties would result in overall loss of credibility and efficiency of the Office. Incorrect analysis of data and information could lead to misdirection or delay in implementing aspects of funding programs and potential loss of funding resources. Inability to be accurate and timely, work well with others, and maintain confidentiality can adversely affect team progress. Lack of interest and commitment to overall goals of equity and emission reductions and goals of individual assignments will limit accuracy of decisions, learning, and usefulness of the Office's products.

PUBLIC AND INTERNAL CONTACTS

The incumbent may confer with or advise employees/persons at all levels within Caltrans including executive management and staff across divisions and districts, as well as public, non-profit, and private sector partners. This often includes, but is not limited to, the California Energy Commission, California Air Resources Board, Governor's Office, California State Transportation Agency, California Transportation Commission, other state and federal transportation agencies, educational and research institutions, and consultants.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for periods of time using a keyboard and video display terminal. The incumbent should be able to quickly adapt behavior and work methods in response to new information, priorities, and unexpected obstacles; multi-task, effectively interact with many levels of people in a cooperative manner; be decisive; take appropriate actions; and complete tasks or projects with short notice. The incumbent should be able to adapt to changes in priorities; to develop and maintain cooperative relationships; and to focus for long periods of time.

Must be considerate and respond appropriately to the needs, feelings, and capabilities of different people in different situations; act in a fair and ethical manner toward others; demonstrate a sense of responsibility and commitment to public service; develop new insights into situations and apply innovative solutions; value cultural diversity and other individual differences in the workforce.

WORK ENVIRONMENT

Employee will work in a cubicle in climate-controlled open office setting under artificial light. The building temperature may fluctuate.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE